

Examples of Independent Factual Documents Continued....

These documents must include the full name of child, date of birth, and the date the document was established.

Medical Records - must contain the full name, date of birth, date established.

Tribal Enrollment Record—must contain full name, date of birth and date it was established.

Immunization Record—must be on the pediatrician's letterhead and include the full name of the child, date of birth and the date the document was established.

The child's immunization record book cannot be accepted.

Social Security Printout - must contain the full name, date of birth and date it was established.

Insurance Registration or Policy - must contain the full name, date of birth and date it was established.

Original Birth Certificate or Passport is required when correcting the Mother and Father's information. Must include the full name, date of birth and place of birth.

Note: The independent factual documents must have been established within 6 months of the date of birth.

**ALL DOCUMENTS PROVIDED
MUST BE ORIGINALS.**

In addition to obtaining corrections to birth certificates at the State Office of Vital Records, you may have corrections made at the Maricopa County Office of Vital Records in Phoenix, and the Pima County Office of Vital Records in Tucson. Contact your local county health department or the State Office of Vital Records for more information.

*Arizona Vital Records can **ONLY** make corrections to birth records from the state of Arizona. If you need a correction to a birth certificate from another state, you need to contact that state's vital records office.*

Fees

- *Birth Certificates: \$10.00*
- *Paternity/Correction: \$23.00
(Includes complimentary certified copy, additional copies same as above)*

**A VALID GOVERNMENT ISSUED
PICTURE I.D. IS REQUIRED
WITH ALL REQUESTS.**

ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF VITAL RECORDS

Street Address:

1818 West Adams
Phoenix, AZ 85007

Mailing address:

P.O. Box 3887
Phoenix, AZ 85030

Phone:

(602) 364-1300

Website:

www.azdhs.gov/vitalrcd



ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF VITAL RECORDS

How to Add or Change a Child's Name on the Birth Certificate

How to Add a Father to the Birth Certificate



How to Change a Name on a Birth Certificate

Under 3 months

The Office of Vital Records requires a **notarized Affidavit to Correct** from the parent(s) listed on the birth certificate.

3 Months to 1 year

An **Affidavit to Correct signed and notarized** by the parent(s) listed on the birth certificate and **one independent factual document** showing the name the record shall be changed to.

1 Year and Up

A **certified court order** is required to correct the child's name. The court order must be an original certified copy.

How to Add a Name to a Not Named Child's Birth Certificate

Under 3 months

The Office of Vital Records requires a **notarized Affidavit to Correct** from the parent(s) listed on the birth certificate.

3 Months to 5 Years

A **notarized Affidavit to Correct** signed by the parent(s) listed on the birth certificate and **an independent factual document** is required.

5 Years and Up

A **certified court order** is required to add a child's name to the birth certificate after 5 years. The court order must be an original certified copy.

How to Add a Father to the Birth Certificate

Paternity Establishment

The acknowledgement of paternity is used to establish legal parentage for children born out of wedlock. The acknowledgement of paternity is used to add the biological father's name to the child's birth certificate. Paternity must be established on children when:

- Parents were **never married** to each other
- Parents were **married after the birth** of the child
- Parents were divorced but had a child together **more than 10 months after the divorce** was final

Acknowledgement of Paternity With Name Change

*Note: The acknowledgement of paternity can only be used to **change the child's name in conjunction with adding the father's name to the birth certificate.***

Under 3 months

The child's first, middle and last name can be changed with the **Acknowledgement of Paternity.**

3 Months to 1 Year

The child's first and middle name can be changed with the **Acknowledgement of Paternity and an independent factual document** to support the request.

After 1 Year

After one year, the child's last name can only be changed with an **acknowledgement of paternity.**

*Note: The **last name** of a child can be changed at any time with the acknowledgement of paternity.*

Acknowledgement of Paternity for a Not Named Child

Under 3 Months

The child's first and middle name can be added with the **Acknowledgement of Paternity.**

3 Months to 1 Year

The child's first and middle name can be added with the Acknowledgement of Paternity and an **independent factual document** to support the request.

1 to 5 Years

The child's first and middle name can be added with the Acknowledgement of Paternity and an **independent factual document** to support the request.

After 5 Years

The acknowledgement of paternity cannot be used. A **certified court order** is required.

*Note: The **last name** of a child can be changed at any time with the acknowledgement of paternity.*

What are some examples of independent factual documents?

Some examples of Independent Factual documents are:

- *Affidavit of Birth from Tribe*

Original Church Documents such as:

- *Blessing certificate*
- *Holy Communion*
- *Baptismal*